

**BOARD OF SELECTMEN
TOWN OF EAST WINDSOR
11 RYE STREET
EAST WINDSOR, CONNECTICUT 06088**

MINUTES OF REGULAR MEETING

Tuesday, December 18, 2012 at 7:00 p.m.

These minutes are not official until approved at a subsequent meeting.

Members Present: Denise Menard, Alan Baker, Dale Nelson, Richard P. Pippin, and James C. Richards
Members Absent: None
Others: Kathleen Pippin, Carol Madore, Len Norton, Sharon Tripp, Chief Jim Barton, Tony D. and others
Press: Justin (Journal Inquirer)

I. Call to Order

First Selectman Denise Menard called the Regular Meeting to Order at 7:04 p.m., in the Town Hall Conference Room.

II. Attendance

Denise Menard, First Selectwoman
Alan Baker, Deputy First Selectman
Dale Nelson, Selectwoman
Richard P. Pippin, Jr., Selectman
James C. Richards, Selectman

III. Added Agenda Items

It was **MOVED** (Pippin) and **SECONDED** (Richards) and **PASSED** (4-0)(In Favor – A. Baker, D. Nelson, R. Pippin, and J. Richards; Opposed – None) that the Board of Selectmen add Agenda Item No.: VIII. Board and Commission Appointments, C. Gilbert Hayes (D) Alternate, Board of Finance, term expiring November 5, 2013.

First Selectman Denise Menard requested everyone at the meeting for a moment of silence for the citizens of Newtown, Connecticut and for those who passed away and those who survived the tragedy of the past week.

IV. Approval of Minutes

• Regular Meeting of December 4, 2012

An error was noted in the December 4, 2012 Regular Meeting Minutes. An amendment to the minutes in Section VI., Sub-section d., Paragraph 1 was noted. The following is the amendment:

“...discussion was of crop product which was continued for approval and a wooden storage shed.”

to

“...discussion was of crop production was approved to replace a wooden shed which was a continuation of the permit.”

An error was noted in the December 4, 2012 Regular Meeting Minutes. An amendment to the minutes in Section IX., Sub-section a., Paragraph 2 was noted. The following is the amendment:

“...and he was quickly told that condominiums are not considered sub-divisions.”

to

“...and he was quickly told that condominiums are not considered sub-divisions but are common interest communities.”

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (4-0) (In Favor – A. Baker, D. Nelson, J. Richards, and R. Pippin; Opposed – none) that the Board of Selectmen approves the Regular Meeting Minutes of December 4, 2012, as amended.

• Proposed Amendment to the October 16, 2012 Meeting Minutes

Ms. Menard commented that she has received a letter from Mr. Paul Anderson, Chairman of the WPCA dated December 4, 2012 requesting an amendment to the October 16, 2012 Meeting Minutes. The recording secretary has looked through her notes and has transcribed the dialog that he has requested, a copy of which was given to the Board Members to review.

It was **MOVED** (Richards) and **SECONDED** (Baker) and **PASSED** (4-0)(In Favor – A. Baker, D. Nelson, J. Richards and R. Pippin; Opposed – none) that the Board of Selectmen approve the Proposed Amendment to the October 16, 2012 Meeting Minutes as presented and attached hereto and marked as Exhibit A.

V. Communications

a. Becky MacDonald's Retirement Resignation

Ms. Menard indicated that in the Board Member's packets is a letter from Ms. Becky MacDonald dated December 7, 2012 indicating that after 32 years of service to the Town of East Windsor, the letter is notice of her intent to retire effective January 7, 2013. Ms. Menard indicated that her last day of working will be December 31, 2013 and she will be using vacation time for the last week. A retirement party is currently being planned and will take place sometime in January.

b. Correspondence Regarding Business Assistance Forum

Ms. Menard commented that in the Board Member's packets is the flyer for the Business Assistance Forum which is scheduled for Thursday, January 31, 2013 between the hours of 4:00 p.m. and 7:30 p.m. It will take place at LaNotte Restaurant. If anyone plans to attend, they should RSVP to the Planning Department at 860-623-6030.

c. Proposed Amendment to the October 16, 2012 Meeting Minutes

Discussed previously in the meeting.

d. Information Regarding the New East Windsor Credit Card Policy and Procedure Approved by the Board of Finance

Ms. Menard indicated that the Board of Finance has recently approved Credit Card Policy and Credit Card Procedure. A copy of the policy and procedure is in the Board Member's packets for their review. The Board discussed this issue at great length. Ms. Menard discussed the points of the policy and procedure and explained the drafting of same.

e. Request Regarding Extension of Grand List Filing Date

Ms. Menard remarked about a memorandum from Ms. Carol Madore, Assessor dated December 7, 2012 regarding the extension of Grand List filing date. Pursuant to Section 12-117 of the Connecticut General Statutes, as amended, she is respectfully requesting a one month extension for additional time to complete the 2012 Grand List accurately. Due to the time constraints connected with the work involved in the October 1, 2012 Revaluation, her office is having difficulty completing the duties required to meet the scheduled deadline.

f. Annual Town Meeting, December 26, 2012

Ms. Menard reminded everyone that the Annual Town Meeting is scheduled for December 26, 2012 at 7:30 p.m. The meeting will take place at the Town Hall.

VI. Selectman's Reports

a. Denise Menard, First Selectwoman

Ms. Menard read from her report dated December 18, 2012. She indicated that the Town of East Windsor has received FEMA reimbursement checks for last October's storm for \$130,000, \$20,808 and \$1,457.

The auditors continue to make progress although they have informed the Town (including the Chairman of the Board of Finance) that the audit will not be ready in time for the end of the year Annual Town Meeting scheduled for December 26, 2012. The auditor have merged with a larger firm and the Treasurer has been assured that the delay is due to the new processes of the new firm and the pain of transition all their clients to those processes. They have assured the Town that the audit will be completed in January.

Ms. Menard commented about making little progress with the system upgrade due in part of the resignation of the IT person who was contracted to assist the Town with the project. An emergency medical issue with the lead technician for Whalley, the firm handling the upgrade, and most recently notice from the Superintendent of School that the Town will not have the support of the Director of IT at least until the end of the year.

Ms. Menard remarked that although she is hearing that revenue to the Town of East Windsor could be impacted by the looming deficit mitigation ideas, she has yet to see anything concrete or specific to East Windsor. The documentation she is seeing so far is too general and unspecific to provide any guidance on anything which needs to be addressed.

She has received the first report on the use of the ProAct Prescription Discount program East Windsor began offering to all residents in September. She will be going to the Senior Center the first week of January to be sure the seniors understand this new benefit in East Windsor.

She wished everyone a Merry Christmas and a Happy and Healthy 2013.

b. Alan Baker, Deputy First Selectman

Mr. Baker mentioned that he attended the recent Planning and Zoning Meeting. An extension was granted to Horizon View for a total of 9 years. This is a

common practice due to the economy. Officers were re-elected, but the Planning and Zoning Commission is in need of two alternates. A meeting was held with Mr. Bancroft of the Broad Brook Fire Department regarding the Scantic State Park and rescue if needed at the Park.

c. Dale Nelson, Selectwoman

Ms. Nelson commented that she attended the Broad Brook Fire Department Meeting on December 6, 2012. The discussion was about the IT budget including software and the four scot packs. She was able to look at the scot packs and lift the packs. She didn't realize how heavy they are and she gives a lot of credit to the volunteers who carry these packs around during a fire.

Ms. Nelson commented on the most recent Capital Improvement Advisory Committee Meeting on December 11, 2012. At that meeting, presentations were heard from departments. The next meeting is scheduled for January 8, 2013 and the Public Safety Departments will be presenting their requests.

Ms. Nelson discussed the Police Commission Meeting of December 12, 2012 wherein it was discussed that a special meeting will be held on January 23, 2013 to discuss the budget.

d. Richard P. Pippin, Selectman

Mr. Pippin commented on the recent Inland/Wetland Meeting which was relatively quiet. The East Windsor Cemetery request for narrowing the driveway was approved. A presentation of the 286 South Main Street regarding the re-sloping and re-seeding was approved. The work will not be done until everything dries out. The election of officers was done and they are all the same as from years prior. The East Windsor Cemetery Association also discussed the Springdale Cemetery. The Department of Transportation is holding up the progress.

e. James C. Richards, Selectman

Mr. Richards gave to all Board Members his report dated December 18, 2012. He discussed the recent Board of Education Meeting which he was unable to attend. The Economic Development Commission most recent meeting the officers were elected. Those officers are: Eric Moffett, Chairman; Josh Kapelner, Vice-Chairman; and Ryan Nilsson, Secretary. The next meeting dates were set with a new start time of 6:00 p.m. A discussion was held in regards to the upcoming Business Assistance Forum which will be held in January, 2013.

Mr. Richards discussed the recent Historical Preservation Commission meeting that the storage of historic items was discussed and inventories will be created for

Town Records. Election of Officers of Commission was tabled until the January Meeting.

The recent Housing Authority meeting was cancelled and he was unable to attend the Parks and Recreation Meeting due to the change of day. A list of the upcoming events for 2013 was given.

Mr. Richards discussed the Shared Services which is finalizing a meeting at the end of January or beginning of February. This should allow enough time for the Superintendent of Schools and the Selectman's Office to come up with listing of Programs they have and what works and what does not.

A meeting of regarding the Four Town Fair which he filled in for the First Selectman, the meeting went well. Mr. Stu Grant is President this year and East Windsor will be the host town. The fair will be celebrating 175 years. Discussion was had how to make the fair more interesting, perhaps a talent event.

VII. Public Participation

Ms. Kathleen Pippin, Wooham Road, addressed the Board. She had questions regarding the ProAct Prescription plan and she knows someone with financial issues and he was unable to use the program. Ms. Menard explained that on the back of the card is a number which people can call to answer any questions they may have about the program.

Mr. Brian Donnolly, 54 Norton Road, addressed the Board. He indicated he has been a volunteer basketball coach for the town and he has been a basketball official for the town. He has two daughters in the school system and his wife is involved in the PTO. He is at this meeting to request to pursue a project, at no cost to the Town, for a disc golf course/cross country course. He has approached the Parks and Recreation Department regarding this idea and it was suggested the location could be by the Dog Park and/or Skate Park. He gave an explanation of the type of sport and had a packet of information regarding the sport and the course for the Board to review. Ms. Menard took the paperwork from him and indicated she would distribute the information to the Board Members and would place this subject on the next agenda for discussion. She thanked Mr. Donnolly for his suggestion and his work in regards to this project.

Mr. Gerald Bancroft, Depot Street, addressed the Board. He indicated that on behalf of the fire departments, he would like to wish the Board a Merry Christmas and a Happy New Year!

VIII. Board and Commission Resignations and Appointments

a. Resignations: None

b. Re-Appointments:

**Lorry Devanney (D) Regular Member, Planning and Zoning
Commission for a 4-year term expiring 11/01/2016**

It was **MOVED** (Pippin) and **SECONDED** (Richards) and **PASSED** (4-0)(In Favor – A. Baker, D. Nelson, J. Richards, R. Pippin; Opposed – none) that the Board of Selectmen reappoints Ms. Lorry Devanney (D) Regular Member, to the Planning and Zoning Commission for a four year term expiring November 1, 2016.

c. New Appointments:

**Michael Sawka (D) Alternate, Inland Wetlands Watercourse Agency
for a 4-year term expiring 12/01/2016**

It was **MOVED** (Nelson) and **SECONDED** (Richards) and **PASSED** (4-0)(In Favor – A. Baker, D. Nelson, R. Pippin, and J. Richards; Opposed – None) that the Board of Selectmen approves the appointment of Mr. Michael Sawka (D) Alternate, 4-year term expiring December 1, 2016.

**Gilbert Hayes (D) Alternate, Board of Finance, term expiring
11/05/2013**

It was **MOVED** (Richards) and **SECONDED** (Nelson) and **PASSED** (4-0)(In Favor – A. Baker, D. Nelson, R. Pippin, and J. Richards; Opposed – None) that the Board of Selectmen approves the appointment of Mr. Gilbert Hayes (D) Alternate, term expiring November 5, 2013.

IX. Unfinished Business

a. Fire Marshall Report and Discussion

Ms. Menard indicated that in the Board Member's packets is a memorandum regarding the most recent meeting with the Fire Marshalls which took place on December 12, 2012 at the Town Hall which clarifies Fire Marshalls' territories.

A brief discussion was held.

X. New Business

a. Discussion Regarding Request from Senior Services

Ms. Menard indicated that a memorandum from the Ms. Elizabeth Burns, Director of Human Services/Senior Services was sent to her regarding the increased hours for the part-time driver. Ms. Menard read from the memorandum as follows:

“Back in October, the Board had approved an increase of four hours for the part-time driver (15 hours to 19 hours) due to the increased demand for transportation in the dial-a-ride program. This increase would only be for a three month trial period ending December 31, 2012. The part-time driver’s hours have been increased and this increase has been very successful. The additional hours have allowed Senior Services to implement a new program which is transporting clients to an adult day care center in Enfield, Connecticut. The new program began on October 17, 2012 which transports elderly residents to adult day care every Wednesday morning and afternoon. This service is a much needed service to residents of the Town of East Windsor. This program is flourishing and due to the increase of elderly residents, additional participants and/or families have requested this service. However, if the additional hours are not approved by the Board until the end of the fiscal year, the new program will have to end.

Additionally, the number of refusals has dropped since the additional hours were added to the part-time driver. The majority of the refusals are for medical appointments which is very discouraging. It’s rare to have to refuse any other transportation as most of the trips are prescheduled, such as our grocery shopping or lunch and programs at the center.

When looking at and comparing the statistics for October and November of last year, 2011, and October and November of this year, we are down a total of 14 refusals for the two months. We were also excited that on November 27th of this year we had four people come in to register for the Transportation service. Usually we have one appointment at a time but four at once was wonderful, and shows as an example how we are continuing to increase our clientele. Since October of 2010, the Dial-A-Ride Program has added 76 brand new registered transportation clients. We have also arranged for two clients to begin physical therapy sessions. These usually require two or more appointments weekly for each client. We have not always been able to provide all the transportation for so many appointments due to our third driver being made a part time position. With the increase of four hours it has given us another half day to work with which has made a big difference to the service we can supply.

In conclusion, the additional four part-time hours have enabled the transportation service to add Adult Day Care, it has cut the number of refusals for medical appointments as stated above and has enabled us to transport clients for more of their physical therapy. These are all wonderful improvements to our service.

Attached to the memorandum is a chart of the monthly data for the Board to review.”

A brief discussion was held.

It was **MOVED** (Richards) and **SECONDED** (Nelson) and **PASSED** (4-0) (In Favor – A. Baker, D. Nelson, J. Richards, R. Pippin; Opposed – none) that the Board of Selectmen approves the increase of four hours per week for the part-time driver at the Senior Center until the end of the fiscal year (June 30, 2013).

b. Approval of Tax Refunds

Ms. Menard discussed an Application for Refund request from the Tax Collector wherein Ms. Kimberly Lord, Tax Collector is requesting under Connecticut General Statutes Section 12-129 a refund from the Town of East Windsor in the amount of \$292.87 dated December 17, 2012.

It was **MOVED** (Pippin) and **SECONDED** (Baker) and **PASSED** (4-0)(In Favor – A. Baker, D. Nelson, J. Richards, and R. Pippin; Opposed – None; Abstained – None) that the Board of Selectmen approves the tax refunds in the amount of \$292.87 pursuant to the tax collector's request dated December 17, 2012.

XI. Budget Matters

a. Current Budget

Copies of the current budget were given to all Board Members for their review.

XII. Executive Session (pursuant to Connecticut General Statutes Section 1-200 (6) (a) Personnel and Section 1-200 (6) (b) Litigation

It was **MOVED** (Nelson) and **SECONDED** (Baker) **PASSED** (U) that the Board of Selectmen enters into Executive Session discussion to preserve confidentiality to include Mr. Len Norton.

The Board entered into Executive Session at 8:02 p.m.

The Board came out of Executive Session at 9:26 p.m.

No Action Taken.

XIII. Adjournment

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (4-0)(In Favor – A. Baker, D. Nelson, J. Richards, R. Pippin; Opposed – none; Abstain – none) that the Board of Selectmen adjourns the December 18, 2012 Regular Meeting at 9:27 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary

EXHIBIT A

**Proposed Amendment of the
Board of Selectmen Minutes of October 16, 2012**

The following amendment is to clarify the Minutes of October 16, 2012 under Section X. New Business, a. Discussion of Fiscal Year Responsibilities of the Town and WPCA, third paragraph beginning, "A lengthy discussion was held....".

A lengthy discussion was held regarding the funding of major projects which would require bonding and general maintenance of the facility. Mr. Barton indicated that he understands the Town's budget constraints and the sewer user fees are to be used for the maintenance and operation of the WPCA Plant. However, his concern is the funding of a roof replacement or a plant upgrade. Mr. Richards commented that the plant is currently at 40% capacity and the plant expansion should be estimated approximately five to ten years down the road. Mr. Barton inquired where the money comes for such a plant expansion. Ms. Menard remarked that building a plant is similar to building a school, it has to be bonded and the Town is the only entity that can bond for major projects. Maintenance issues should be paid from user fees and if the user fees do not cover the costs of maintaining the plant, the user fees need to be scrutinized to insure money is available for maintaining and operating the plant. Mr. Anderson inquired where the line divides the responsibility of the Town and responsibility of the WPCA. Ms. Menard again reminded everyone that if a major project is to be done; only the Town can be bonded. The conversation continued regarding the WPCA budget and how the budget is broken down by percentage – personnel, maintenance, legal, and replacement. It was noted that there is nothing in the budget for replacement and this is not a proactive way of preparing for a repair. It was suggested that the WPCA look to other Towns which have sewers and septic systems and how funding of projects and general maintenance of the facility are funded. Mr. Barton indicated that he believed the simple thought was the building not being the responsibility of the WPCA, but everything else was the responsibility of the WPCA. Mr. Baker commented that the Town does step in with the major projects, but the day to day operations and general maintenance was the responsibility of the WPCA. Mr. Barton reiterated that the WPCA is responsible for the maintenance and operating the plant. Mr. Richards again indicated the WPCA should have a five/ten year plan to replace a pump station. Mr. Anderson agreed indicating that the plan would include where the money comes from but the biggest concern is where the money comes from to purchase big ticket items. Mr. Pippin remarked he is concerned with the plan having nothing budgeted for major equipment replacement. Mr. Barton and Mr. Anderson indicated this is not true and the Selectmen need to look at their budget.